Candidate Privacy Notice and Consent Form

1 Definitions

“Assessment” – A test, examination, or other assessment which measures knowledge, skills, or other parameters as defined by a Test Sponsor and which is administered by Prometric on behalf of the Test Sponsor.

“Biometric Enabled Check-In System” – means a system that is designed to protect test candidate privacy and improve the security and integrity of the testing process by converting a fingerprint image to a digital image that is used for identity verification purposes. To use the Biometric Enabled Check-In System, you must place your finger on the scanner provided at the test center. The Biometric Enabled Check-In System equipment will create a digitized representation of your fingerprint (a “template”). This representation template will be paired with other Personal Information you have provided to Prometric or the Test Sponsor for the purpose of performing the Assessment, allowing us to identify you accurately during the testing process. As you move around the test center, you will be able to use your finger to authenticate yourself at the scanners located throughout the test center, limiting the need to provide additional identification to the test center workers.

“Personal Information” – means any information that can be used to identify, locate or contact you. It also includes other information that may be associated with your Personal Information. Examples include name, address, telephone number, email address, biometric information such as fingerprint images or photographs, etc.

“Test Sponsor” – means that organization that owns an Assessment and uses the results of that Assessment for the purpose of providing a certification, license, school admission, grade, or similar benefit to an individual that takes the Assessment. Test Sponsors contract with Prometric to administer Assessments on the Test Sponsor’s behalf. They are considered a data controller concerning personal data that Prometric processes on their behalf for purposes of administering Assessments and verifying collecting, storing and/or using a candidate’s personal data. Test Sponsors are also a party to this consent declaration. The full name and address for the Test Sponsor of your Assessment is provided to all candidates at registration, but can also be requested from Prometric at any time (contact details below).

“Prometric” – means Prometric Inc., 1501 South Clinton Street, Baltimore, Maryland 21224 USA. Prometric acts as data processor on behalf of the Test Sponsor. It may perform the service through local test centers, which may be subsidiaries of Prometric or independent companies under contract with Prometric. These test centers act as subcontractors to Prometric, only collecting and using Personal Information in accordance with the instructions from the Test Sponsors. A list of test centers is available at www.prometric.com. Information on your specific test center will also be provided along with your exam registration details.

2 Privacy

Prometric, on behalf of Test Sponsors, collects, processes and uses your Personal Information solely as required by your Test Sponsor to perform and administer the Assessment. Such information may include:

- personal contact details;
• assessment details, including candidate ID number, examinations taken and when, scores related to those exams, how many times an exam or any particular section of exams have been taken;
• credit card information;
• country of residence and country of citizenship;
• photographs;
• signature;
• audio and video recordings of testing sessions;
• fingerprint images and templates for Biometric Enabled Check-In; and
• information from identification documents, which can include storage of a copy of the identification document for later reference.

Your Personal Information may be used and disclosed by Prometric on behalf of the Test Sponsor as set forth below:

3 Purposes and Uses for the Personal Information

Personal Information Other than Fingerprint Images

All Personal Information other than fingerprint images is used for the following purposes:

• identity verification;
• scheduling and administering Assessments;
• providing results, scores, and analysis;
• facilitating Assessment management and operational functions such as, tracking attendance, recording examinations taken and scores received, communicating examination times, details and results, conducting analysis of the exam, etc.;
• backup purposes to facilitate business continuity;
• compliance with any legal or regulatory obligations; and
• detection or prevention of any inappropriate behavior, including but not limited to; fraud, misrepresentation, cheating, or breach of Test Sponsor and/or Prometric policies concerning the Assessment.

Fingerprint Images

Prometric, on behalf of the Test Sponsor and in conjunction with providing Assessment services and processing, will use the fingerprint images solely to: (1) administer the tests and verify your identity on an ongoing basis as you participate in this and future Test Sponsor testing activities, (2) protect your privacy by enabling you to move around the test center without having to present identification documents regularly, (3) detect and prevent fraud and misrepresentation by unauthorized candidates, (4) maintain the integrity of the testing process, (5) improve security of test centers by detecting and preventing unauthorized access to secure areas, and (6) as required by law.
4 Disclosures

Prometric may provide any of your Personal Information outlined above to the Test Sponsor for the purposes set forth above. Prometric may also provide your Personal Information to those third parties that provide services to us only if they have contractually agreed to use the Personal Information solely for the purpose of processing services on behalf of the Test Sponsor and/or Prometric. Candidate fingerprint images and other identification document information are technically processed on behalf of the Test Sponsor by LexisNexis Risk Solutions, a division of Reed Elsevier, Inc. The data protection contact information for LexisNexis is: LexisNexis Information Assurance and Data Protection Organization, Post Office Box 933, Dayton Ohio 45401 USA.

5 Security and Retention

Prometric and its subcontractors (including LexisNexis) shall at all times protect your Personal Information with operational, administrative, technical and physical security safeguards.

Unless your personal data or fingerprint images are being used in connection with an active security investigation concerning your Assessment; the Test Sponsor, Prometric and/or LexisNexis on behalf of Test Sponsor shall retain candidate data collected through the Biometric Check-In System in accordance with the law in the jurisdiction in which your data was obtained, or for a maximum of five years from the date of your last Assessment, whichever is shorter.

Other personal data collected by Prometric during the registration process is retained by Prometric in accordance with its record retention guidelines, and is also sent to your Test Sponsor and retained in accordance with the Test Sponsor’s record retention guidelines.

6 Data Collection and Processing

Prometric will comply with all local privacy laws in the collection and processing of your personal data, including fingerprint images.

Data collected by Prometric is processed in Prometric’s data center in Baltimore, Maryland, in the United States or otherwise outside the country in which the Candidate takes an Assessment if the Assessment is administered outside of the United States. Fingerprint images will be stored at LexisNexis Risk Solutions in Alpharetta, Georgia in the United States.

Prometric adheres to the European Union Safe Harbor principles as set forth by the United States Department of Commerce regarding the collection, use and retention of Personal Information covered by this Privacy Policy. Prometric applies the Safe Harbor principles to all data received internationally and within the United States.

7 Individual Rights

You may at any time:

- request access to and correction of your Personal Information;
- make any inquiries, requests or complaints in relation to the use of your Personal Information;
- withdraw your consent to the processing of your personal data (including fingerprint data).*

In each case, you can direct your request, inquiry or complaint to Prometric’s Privacy Team who will work with the Test Sponsor to respond to your request:

* Updated December 2014
8 Individual Consent

I acknowledge that by checking the appropriate box stating “I consent” (if registering online) or by completing the Test Sponsor’s and/or Prometric’s Registration and Scheduling processes (if registering by telephone) that I have expressly consented to the processing of my personal data, fingerprint images, and assessment results, and that such consent is binding upon me until and unless I affirmatively withdraw that consent.

I understand that failing to check the “I consent” box (if registering online) or affirmatively withdrawing my consent (if registering by telephone) will not prevent me from completing the registration and scheduling process, and that if I fail to consent through either of these processes that I will be given another opportunity to consent to the collection and processing of my personal data, fingerprint images, and assessment results on the day of my Assessment. *I understand that on the day of the Assessment if I exercise my right not to consent, or withdraw my prior consent, to the collection and processing of my personal data, fingerprint images, and assessment results, that depending on the laws of the jurisdiction in which I am taking my Assessment, my Test Sponsor may direct Prometric to not allow me to take the Assessment, or I may be required to contact the Test Sponsor to make other arrangements to take the Test Sponsor’s Assessments.